

RAO COPY

File: [REDACTED]

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170018-5

STAT

13 June 1962

STAT



I understand that your Shelf-Filing System has been installed and I would like to be assured that the installation has been completed to your satisfaction.

STAT

The delay of the file folders was through some administrative mix-up [REDACTED] promised delivery last month and I hope you have received them.

Since I did not have the opportunity to visit your office, as I did when making the shelf installations at other [REDACTED] offices, I will appreciate your written comments and suggestions on any phase of records management. The attached pamphlet will give you a general idea of our responsibility for certain agency functions.

STAT



STAT

Attachment

Distribution:

Orig & 1 - Addressee
1 - Ex Officer 00/0

6/13/62

STAT

RAO/DDS/RS&DB [REDACTED]

(12 June '62)

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170018-5

CONFIDENTIAL USE ONLY